

# Town Manager's Monthly Report for June 2020



## TOWN MANAGER'S UPDATE ...

- Attended Governor's calls on the following dates:
  - June 2, 2020
  - June 9, 2020
  - June 16, 2020
  - June 30, 2020
- Attended DFIT Quarterly meeting on June 4, 2020.
- Attended Charter & Ordinance meeting on June 5, 2020.
- Reviewed the condition of James and Indian Streets on June 9, 2020.
- Met with Century Engineering on June 19, 2020.
- Attended call with Representative Rochester on June 22, 2020.
- Met with Budget Committee to review FY 2021 Budget and Capital Budget on June 23, 2020.
- Attended Council Meeting on June 24, 2020.
- Listened to Governor's briefing call on June 30, 2020.

## UPDATES FROM DEPARTMENTS

### Sidewalks

- Representative Gray was able to include \$250,000 in the State's FY 2020 bond bill for Coastal Highway Sidewalks – June 2019.
- Fall 2019, we received approval from the State to begin work.
- We were pleased to learn the Fenwick Island sidewalks are part of the Proposed FY21 to FY 26 DeDOT Capital Transportation Program. The sidewalk project was ranked 13 out of 116 projects. We attended the public hearing in Georgetown to encourage the project be moved up. Planning and Engineering are scheduled to start in July 2023, right-of-way work will begin in July of 2025 with construction beginning most likely in July 2026.
- Met on October 8, 2019 to discuss Kercher proposal.
- Met on November 20, 2019 to discuss Century Engineering proposal.
- We recommended the Century Engineering proposal be accepted.
- Kick off meeting was held on January 28, 2020.
- CTF funding approved and equipment ordered.
- Initial plans were presented in May 2020.
- Fenwick Island sidewalks are still in the DeDOT Capital Transportation Program; however, they have been moved to FY 2026 and are ranked 26<sup>th</sup>.
- We are working with Century Engineering to pursue a TAP grant.

# **Town Manager's Monthly Report for June 2020**



## **Dredging**

- Worked on an MOU with Freeman Companies and explored Engineering firms.
- Met with members of the Dredging Committee to interview two engineering firms regarding the dredging project on July 1 and July 3, 2019.
- Anchor QEA of Lewes, DE was selected for the engineering work.
- A kick-off meeting with our engineer, Anchor QEA, Freeman and Company was held on October 16, 2019.
- Anchor QEA site visit was held on October 28, 2019.
- Engineering work is currently being conducted.
- Along with Council Members Merritt, Weistling, and Consultant Tony Pratt, met with Anchor on March 9, 2020 to discuss project and next steps.
- On June 26, 2020, Council approved spending up to \$6,000 for a bathymetric survey of Little Assawoman Bay.

## **Budget FY 2021**

- Departments worked on assembling their FY 2021 budgets and turned their budgets in on March 6, 2020.
- The Finance Manager and I are worked on assembling the budget package for FY 2021.
- Budget review was conducted in June versus May. This was decided so that there was better data on how the pandemic affected our revenues (the months of March, April, and part of May as real experience).
- The budget was approved by Council on June 26, 2020.

## **Coronavirus**

- Adopted Covid-19 leave policy.
- Adopted telework policy and form.
- Investigated teleconferencing tools.
- Drafted checklist for teleconferencing meetings.
- Drafted script for teleconferencing Council meetings.
- Coordinated efforts to continue operations remotely.
- Coordinated staff safety measures – alternating staff remote working and in office.
- Secured buildings.
- Stocked supplies to reopen safely.
- Developed re-opening procedures for Beach, Town offices and facilities.
- Beaches were re-opened.
- Council adopted a resolution on May 29, 2020 allowing additional outdoor seating at restaurants and outdoor sale areas.
- Council adopted a resolution on June 24, 2020 allowing farm produce stands in Fenwick Island when certain conditions are met.